



## **IMMEDIATE OPENING**

The U.S. Embassy in Paramaribo is recruiting applicants for the full-time, 40 hours/week, position of

## **CUSTODIAN**

Opening Date: October 19, 2015  
Closing Date: October 30, 2015

### **Major duties and responsibilities of this position include, but are not limited to the following:**

Cleaning duties in the New Embassy Compound (NEC) as per the daily/weekly schedule. Cleaning Government Owned and Long Term Lease properties following maintenance work prior to occupancy. Pre-occupancy and end of lease cleaning in Short Term Lease properties. Packing, delivery, setting out and collecting transient/welcome kits in all residential properties.

### **Required Qualifications:**

NOTE: All applicants must address each selection requirements detailed below with specific and comprehensive information supporting each item:

1. Completion of Elementary School.
2. One (1) year prior experience in commercial/residential property cleaning.
3. Level II English Speaking/Reading. Level III Dutch Speaking/Reading.
4. Knowledge of current cleaning methods and materials. Knowledge of safe handling of industry standard cleaning chemicals
5. Should be able to perform all aspects of the cleaning required, to the highest standard, in both office and residential property. Must be able to work as part of a team, follow instructions and possess the ability to work mostly unsupervised. Good customer care skills are essential.

## **TO APPLY**

Interested and qualified candidates should send resume in **English** with copies of degrees earned to:

American Embassy Paramaribo  
Human Resources Office  
Attention: HRM Specialist  
Dr. Sophie Redmondstraat #129  
Phone: (597) 472900 #2228  
Fax: (597) 410972  
Email: BergenDO@state.gov

Applications will be accepted until close of business October 26, 2015.